

PADOR HELP GUIDE FOR APPLICANTS

WHAT IS PADOR?	2
WHO CAN REGISTER IN PADOR?	2
WHY register my organisation in PADOR? Is registration obligatory?	3
WHEN to register? When to update an account?	4
HOW to register an organisation in PADOR?	4
STEP 1. Getting started: Information required and documents to be submitted	4
STEP 2. Personal Identification - ECAS ID and Password.....	5
STEP 3. Registering your organisation in PADOR.....	7
Registration of your organisation in PADOR	8
SCREEN: ADMINISTRATIVE DATA	8
SCREEN: PROFILE	9
Experience.....	11
SCREEN: SECTORIAL EXPERIENCE	11
SCREEN: GEOGRAPHICAL EXPERIENCE	12
SCREEN: CROSSED INFORMATION.....	13
Financial Data.....	13
‘Financial health’ and ‘Financing sources’ Pages	13
SCREEN: FINANCIAL HEALTH	14
SCREEN: FINANCING SOURCES.....	16
SCREEN: AUDIT REPORT	17
Staff and Management.....	18
SCREEN: STAFF.....	18
SCREEN: BOARD OF DIRECTORS	19
Strategy and Methodology	20
SCREEN: ADDITIONAL INFORMATION.....	20

STEP 4. Submission: Validate the registration & Get your EuropeAid ID.....	21
SCREEN: DECLARATION OF HONOUR, SIGN.....	21
* Update your PADOR account	22
* User management	22
* Search for Partners?.....	23

WHAT IS PADOR?

The Potential Applicant Data On-Line Registration (PADOR) is an on-line database in which organisations register themselves and update regularly their data. This data concerns the organisation itself, it is not linked to a particular project proposal, and is used by the European Commission for evaluating the operational and financial capacity criteria as well as for checking the eligibility of the organisations that participate in calls for proposals.

PADOR was launched by EuropeAid to:

Make it no longer necessary for potential applicants to provide all the mandatory data concerning their organisation together with their financing proposal each time they participate in a call. Applicants only need to indicate in their application forms their unique identification number, called **EuropeAid ID** (PADOR number), which is created after registering in PADOR.

Allow EuropeAid to have a better knowledge of its (potential) partners in development cooperation.

WHO CAN REGISTER IN PADOR?

Registration in the database is open, in principle, to all organisations that:

- are active and have capacities in the international development field;
- require financing from EuropeAid, either on the long or short run;
- have officially registered statuses (or equivalent documents) and have their own established -annual accounts;¹
- have the ability to speak on behalf of their members.

Registration in PADOR is not open to individuals. Individuals who wish to take part in calls for proposals must make sure that the general rules of the call allow them to.

The Commission deals only with the body signing the contracts (which has the responsibility of the budget and the payments.) Only organisations having this capacity will be eligible for grants.

Examples:

1. A laboratory working for a university does not have a legal status. Only its headquarters have the authority to sign a contract. The administrative data that must be introduced in PADOR concern the headquarters, not the laboratory.
2. A European organisation may have branches in several other countries. If a branch is legally registered in a country, with the authority to sign contracts and execute payments (on a bank account not linked to the headquarters), it will be considered eligible for grants, but the data introduced by the branch in PADOR must correspond to its own experience (at the branch level) and not the experience of the headquarters or of other branches belonging to the same "family" of organisations.

¹ Derogations from this provision can apply. Please consult the Manager of the Call you are applying for, at the address indicated in section 2.2 of the Guidelines for Applicants

In other words, **the legal personality of an organisation and its eligibility is recognized by the Contracting authority based on its statuses.** The eligibility is established based on the law under which the office is registered and the place of registration and not on the shareholding or management structure of the entity.

WHY register my organisation in PADOR? Is registration obligatory?

Registration in PADOR is necessary for organisations in order to:

- obtain an identification number (EuropeAid ID),
- upload information to be taken into consideration by the Evaluation Committee of the Call for proposals they apply for (e.g. administrative and financial data),
- make their existence known to the European Commission, but also to other organisations through the "search for local partners" tool.

Registration in PADOR is obligatory for all applicants to Call for proposals, non-state actors, public administration bodies, including local authorities. However, there may be exceptions to the obligation to register in PADOR. Please always refer to the Guidelines of the Call you are interested in to check whether a derogation from the PADOR registration requirement is applicable. One such example is when PADOR registration is **objectively impossible**, for Calls launched in countries in war situations or where access to the internet is very difficult.

When derogation from the PADOR registration requirement is applicable it is compulsory for the applicant concerned to complete the [PADOR off-line form](#) (Annexed to the Call Guidelines and available on the PADOR website) and to send it together with the Concept Note in line with the instructions in Section 2.2 of the Call guidelines. A justification, as well as supporting documents substantiating this request (where possible), are required.

For the organisations that use the off-line form, EuropeAid initiates the registration in PADOR, and if, at a later stage, the organisation wishes to update its data, an access request should be sent to the [PADOR Helpdesk](#).

The PADOR off-line form is meant to be used for the Call for proposals in the context of which it was requested.

WHEN to register? When to update an account?

Organisations interested in EU co-funded development cooperation are encouraged to approach the PADOR registration not as a requirement to be met by a certain Call for Proposals deadline, but rather as a one-off exercise in view of future Calls.

Applicants must be registered in PADOR before the deadline for the submission of Concept Notes (specified in the guidelines of each Call for proposals).

Once registered, applicants **should update** their PADOR account by the same deadline. It is important to remember that the Evaluation Committee in charge for each Call for proposals will only take into account the data that have been most recently Filled in → Saved (in the relevant screens) → AND Submitted (via the "Sign" Screen) !

It is advisable for users to reserve at least **10 days before the deadline of a Call for proposals** in order to successfully complete a PADOR registration.

HOW to register an organisation in PADOR?

STEP 1. Getting started: Information required and documents to be submitted

To register in PADOR you will need:

- a sufficiently stable internet connection – for all functionalities to work at their maximum capacity, it is indicated to use Internet Explorer V8 or higher or Mozilla Firefox V3 or higher
- an email address of your organisation
- a personal email address
- a username (login) and ECAS password for personal identification

You will be asked to fill in information regarding:

- the type of your organisation
- the target groups of your organisation
- the sectors and geographical areas your organisation is active in
- the experience of your organisation in the above areas (number, duration, size of projects etc..)
- the financial data and sources of your organisation
- for an overview of the mandatory data required in each PADOR screen, please consult the table displayed at the beginning of each section of this guide.

You will also need to upload the following document PLUS a translation in English, French or Spanish (obligatory, if the original documents are not in an EU language):

- statutes (to register in PADOR an organisation must be legally recorded in a country).

PADOR is accessible in English, French and Spanish.

Once all the above documents and information are available and ready to be uploaded/ encoded, the registration in PADOR takes approximately 2 hours to be completed.

STEP 2. Personal Identification - ECAS ID and Password

PADOR is a database of organisations. Nevertheless the management of PADOR data within the organisations is done by individuals, who have to be identified with his/her own access rights (via the European Commission Authentication Service - ECAS UserID and password).

1. GO to the PADOR website

http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm

If you already have an ECAS login and password, proceed to **Step 3**. If not, then:

2. Click on the link in the 'New user?' section. When you click on the 'Continue' hyperlink, you will be re-directed to the ECAS registration page.

Once your ECAS registration is completed, return to the PADOR website (see step 1).

3. Click on the 'CREATE' hyperlink in the 'LOGIN to PADOR' section.

4. Fill in at least the fields displayed in orange:

- Organisation Name
- Organisation's email
- Legal type
- Country
- Postal Code and/or P.O Box

5. Click on "SUBMIT", to submit the organisation's details

The system now checks whether your organisation is already registered in PADOR. This may take a few moments.

6. A list of organisations with similar data to the one you have submitted (Name, E-mail address, PO Box/Postal code, VAT number) appears on your screen.

To make sure that you are not about to create a double account for an organisation that is already registered, click on "Modify" to adapt your search. Ex.: use a new spelling or enter the name in another language. (For more information please refer to the "Identification" section of F.A.Q).

7. If your organisation does not appear in the list, click on 'My organization is not in the list' and proceed to STEP 3.

8. If your organisation appears in the list, click on the **'Select'** button next to the name of your organisation. If your organisation should appear twice (or more) in the list of existing organisations registered in PADOR you need to make sure that you **'Select' the organisation where the 'LEF' value starts with the code '6'**.

The reason why you should select the organisation that starts with '6' is that this organisation record has already been validated by the European Commission.

9. In the next screen, you will need to provide a justification why you request to be granted access to this organisation in PADOR.

If there are already users linked to this organisation, an e-mail will be sent to the e-mail address specified as the Organisation's e-mail in PADOR and to the people registered for this organisation in PADOR. If you have access to the Organisation's mailbox, you can check who can grant you access to the organisation in PADOR.

If there are no users linked to this organisation, an e-mail will be sent to the e-mail address specified as the Organisation's e-mail in PADOR, to your e-mail address (specified in your ECAS profile) and to the PADOR Helpdesk. If you have access to the Organisation's mailbox, reply to this mail asking the PADOR Helpdesk to grant you permissions for the organisation. Once you receive these permissions, you will be informed.

10. Access PADOR. In the welcome page, you will find a hyperlink to the organisation for which you have permissions in PADOR. Click on the hyperlink. You will be able to update the appropriate sections of the organisation. For information on specific screens please refer to the relevant sections in this manual.



More Help? Place your cursor on the '(?)' icon next to each field (a window will pop up). Check also the [Frequently Asked Questions](#): Section 2 "ECAS username and ECAS password" and Section 3 (Identify your organisation in PADOR).

11. You can NOW start registering / updating your organisation in PADOR

Any user having obtained an ECAS password may register as many organisations s/he wishes using this same login and ECAS password, linked to his/her personal e-mail address. This option is available in the PADOR main page by clicking on link entitled: "You have a username..." and then click on "You want to create an account for an organisation".

STEP 3. Registering your organisation in PADOR

To register an organisation in PADOR you need to fill in **one by one** the screens listed on the left side of the screen under the title "Screens to be filled in".

The layout of some screens depends on the information provided in a previous screen. In fact, as you will notice, you can proceed with the registration only when the two first screens are filled in (Administrative Data and Profile).

SCREENS TO BE FILLED IN -- please remember that:

- 1) **REQUIRED FIELDS** (in orange) are the minimum you need to fill in on each screen
- 2) **TOP DOWN** fill in the screens in the order they are listed
- 3) **SAVE the information you filled in on each screen**
- 4) **SIGN** do not forget to sign (=validate the data)

LEF data

The Directorate General for Budget manages the budget of the European Commission. For this, DG BUDG created a database in which each contractor can be identified. Each potential contractor fills in a Legal Entity File (LEF) that contains all the administrative data permitting its identification (e.g official name and address of the organisation). "LEF 6" codes (starting with 6) are assigned to organisations that have already received grants from the EC. This code is unique and valid for all the transactions with the EC.

The procedure for changing the LEF 6 data is the following:

1. Send a request, by email, to the PADOR helpdesk (europaaid-pador@ec.europa.eu) specifying which fields exactly you wish to modify;
2. Attach to your email a scanned signed version of a LEF form filled in with the information that you would like to appear in your PADOR profile. To obtain a LEF form, please click here: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en and select the form for 'Private entities' or the one for 'Public entity' depending on which applies to your legal type;
3. Attach to your email scanned versions of the official documents that prove that the changes requested are true and necessary (statutes, VAT extract, etc.), along with a translation in English, French or Spanish if these documents are written in a non-EU language.

In the interest of data security, LEF 6 data can be modified by DG Budget only. Please note that while the request for such modification is being processed, the fact that LEF data is not up to date does not prevent applications from being evaluated, nor does it affect their assessment.

Therefore you can finish your registration in PADOR, and send your application to a call for proposal as normal.

Registration of your organisation in PADOR

SCREEN: ADMINISTRATIVE DATA

How to fill in PADOR (Quick Ref.)

What is LEF data?

User management

Screens to be filled in

Administrative data ✓

Profile ✗

Sectorial experience ✗

Geographical experience ✗

Crossed Information

Financial health ✗

Financing sources ✗

Audit Report (optional)

Staff ✗

Board of Directors ✗

Additional Information (optional)

Signature

Sign and Submit to the European Commission ✗

Tools

Print All

Delete Duplicate

list ALL EID

User guide

e-Training

Helpdesk

Error report

Quick GUIDE

Highlighted fields are mandatory. For on-line help, click on (?) next to the given field.

Only the Administrative Data and Profile screens are mandatory for co-applicants and affiliated entities. The rest of the PADOR screens will be blocked from editing. To edit any of the remaining screens, please change your status from "co-applicant" or "affiliated entity" to "applicant" on the Administrative Data screen. 12 Nov 2013 11:23:17

The record has been successfully modified

Organisation name* (?) AECOM MIDDLE EAST LIMITED Abbreviation* (?) AECOM

Organisation's e-mail (?) JASON.KROLL@AECOM.COM Language (?) English

Address

Address* (?) P. O. BOX 12345 CITY, UAE Postal Code* (?) 0000

P.O. Box* (?) 43266 You should enter the CP and/or the POB

City* (?) Dubai

Country* (?) United Arab Emirates Phone (?)

Website (?) Fax (?)

Reason (?) Applicant to Call for Proposal Make my profile public (?) N/A

Legal type* (?) Public Law Body Private And Public Law Body With Legal Form EC Yes No

Fafa since Ref. Fafa

Save Save and Continue

You must fill in at least the information highlighted in orange in the print screen above in order to proceed to the next screens.

If the organisation has had a contract with the EC (and therefore a LEF 6), the LEF data* (asterisk) are automatically introduced and cannot be directly modified by the user (see page 7).

1. FILL IN *AT LEAST* ALL mandatory fields:

Organisation name, Organisation email, Language, Address, Postal Code AND/OR P.O Box, City, Country, Reason, Make my Profile Public, EC, Legal Type.

Reason: choose from the drop-down menu the most relevant explanation on why the organisation is being registered in PADOR (applicant / co-applicant / affiliated entity / publicity to the European Commission). **If you are an "applicant" for one Call for proposals, and "co-applicant" for another Call for proposals which is launched in the same period of time, please register as "applicant".**

Should you change the reason for applying into co-applicant or affiliated entity, only the Profile and Administrative data screens will remain editable.

View: Do you wish to make the organisation's profile public? If you mark "yes", your organisation will appear in the database of the "Search for Partners" tool with limited information.

2. SAVE! ✓

SCREEN: PROFILE

Highlighted fields are mandatory. For on-line help, click on ? next to the given field.

Only the Administrative Data and Profile screens are mandatory for co-applicants and affiliated entities. The rest of the PADOR screens will be blocked from editing. To edit any of the remaining screens, please change your status from "co-applicant" or "affiliated entity" to "applicant" on the Administrative Data screen.

12 Nov 2013 11:26:35

Profile ✓

Sectorial experience ✗

Geographical experience ✗

Crossed Information

Financial health ✗

Financing sources ✗

Audit Report (optional) ✗

Staff ✗

Board of Directors ✗

Additional Information (optional)

Signature

Sign and Submit to the European Commission ✗

Tools

Print All

Delete Duplicate

list ALL EID

User guide

e-Training

Helpdesk

Error report

Login As

claerco Go

Logout

Reload

Messages

ZGeo

Aida

Captcha

This FuseAction

Dump

Messages

Aida

ZGeo

Attributes

Request

Session

Variables

Legal type* ? Private And Public Law Body With Legal Form

Legal form* ? Please select

Profit Making?* ? Yes No

Value Based ? Religious

Category ? Association

NGO?* ? Yes No

Link ? Yes- Family organisation

National Registration Data

Number* ?

Place* ?

Statutes or Law ? Browse...

PM List for CRIS.pdf

Date* ?

VAT number* ?

LEF Browse...

Target Group(s) ?

All

Child soldiers

Children (less than 18 yrs old)

Community Based Organisation(s)

Consumers

Disabled

Drug consumers

Educational organisations (school, universities)

Elderly people

Illness affected people (Malaria, Tuberculosis, HIV/AIDS)

Indigenous peoples

Local authorities

Migrants

Non Governmental Organisations

Prisoners

Professional category

Refugees and displaced

Research organisations/Researchers

SME/SMI

Students

Urban slum dwellers

Victims of conflicts/catastrophies

Women

Young people

Other:

Sector(s) ?

110 - Education

111 - Education, level unspecified

112 - Basic education

113 - Secondary education

114 - Post-secondary education

120 - Health

121 - Health, general

122 - Basic health

130 - Population policies/programmes and Reproductiv

140 - Water Supply and Sanitation

150 - Government and Civil Society

151 - Government and civil society, general

152 - Conflict prevention and resolution, peace and se

160 - Other Social Infrastructure and Services

210 - Transport and Storage

220 - Communications

230 - Energy Generation and Supply

240 - Banking and Financial Services

Previous Save Save and Continue

You must fill in this screen for the next screens to become accessible (=clickable =green).

If the organisation has had a contract with the EC, (and therefore a LEF 6), the LEF data* (asterisk) are automatically introduced and cannot be directly modified by the user (see page 7).

1. FILL IN *AT LEAST* ALL mandatory fields:

Profit Making, NGO, Value Based, Link, Category, Statues or Law, Target Groups and Sectors.

Should you change the reason for applying into co-applicant or affiliated entity, only the Profile and Administrative data screens will remain editable.

A list of subsectors appears by clicking on the arrow next to each Sector. It is up to the applicant to give more general or detailed information about Sectors, to use a combination of general sectors and subsectors, and to include as many Sectors as the type of experience gained from a cross-sectorial project (e.g it is possible to tick 4 Sectors when a project covered 4 sectors).

If a sector in which your organisation is active does not appear on this list, please provide relevant information on the "Additional information" Screen.

If you need to upload more than one document, please scan or compress (.zip, rar) all the documents in one file which you can then upload in the available field. The name of the document/file to be uploaded should be written with Latin characters.

If you cannot change ‘Profit Making?’ from ‘Yes’ to ‘No’ or vice versa, please select the Legal Form of your organization as ‘Other’ and then change the status of the ‘Profit Making?’ field. Note that this will only apply if your organization has not yet been validated by DG BUDG (i.e. has a LEF6 ID). If your organization has a LEF 6 ID please see page 7 of the current Guide.

2. SAVE! 

Experience

SCREEN: SECTORIAL EXPERIENCE

Sector(s) (?)	Years of experience (?)	Number of projects (?)	Estimated amount (€) (?)
11- Education	>=1 - <=3	>=6 - <=10	>10000 - <=50000
12- Health	>=1 - <=3	>=6 - <=10	>50000 - <=200000

1. FILL IN *AT LEAST* ALL mandatory fields:

Years of experience, Number of projects, Estimated amounts.

You are asked to provide further information on your experience on each of the Sectors you defined the "Profile" Screen. **Calculate the following information for each sector in which your organisation is active** (Please note that only an approximate calculation is needed):

- the number of years experience. The brackets offer approximations,
Example: "From 1 to 3 years" please select (>=1 - <=3), which means more than (>=) 1 year but less than (<=) 3 years.
- the number of concerned projects over these years. The brackets offer approximations:
Example: "From 1 to 5 projects" please select (>=1 - <=5), which means more than (>=) 1 project but less than (<=) 5 projects.
- the financial volume (in €) of this sector over these years. The brackets offer approximations: K = thousands of euro; M = million of euro.
Example: "From 10.000 € to 50.000 €" please select (>10K - <=50K), which means more than (>) 10.000 € but less than (<=) 50.000 €

It is up to the applicant to establish a methodology for presenting its experience. You may declare, for example, 4 years of experience for each Sector that a 4-year project covered).

2. SAVE! ✓

SCREEN: GEOGRAPHICAL EXPERIENCE

Region/Country (?)	Years of experience (?)	Number of projects (?)	Estimated amount (€) (?)	Remove
Central Africa Region	>=1 - <=3	>=11 - <=20	>10000 - <=50000	<input type="checkbox"/>
East Africa Region	>=4 - <=7	>=21 - <=50	>200000 - <=500000	<input type="checkbox"/>
Pacific Region	<1	>=1 - <=5	>10000 - <=50000	<input type="checkbox"/>
Select region or country	Please select	Please select	Please select	<input type="checkbox"/>
Select region or country	Please select	Please select	Please select	<input type="checkbox"/>
Select region or country	Please select	Please select	Please select	<input type="checkbox"/>

Buttons: Previous, Save, Save and Continue

1. FILL IN ALL mandatory fields:

Region/Country, Years of Experience, Number of Projects, Estimated amounts (in €).

First, identify the geographical experience of your organisation, either by country or by region. Second, for each geographical area, please specify the following information.

(Please note that only an approximate calculation is needed):

- the number of years experience. The brackets offer approximations,
Example: "From 1 to 3 years" please select (>=1 - <=3), which means more than (>=) 1 year but less than (<=) 3 years.
- the number of concerned projects over these years. The brackets offer approximations:
Example: "From 1 to 5 projects" please select (>=1 - <=5), which means more than (>=) 1 project but less than (<=) 5 projects.
- the financial volume (in €) of this sector over these years. The brackets offer approximations: K = thousands of euro; M = million of euro.
Example: "From 10.000€ to 50.000 € please select (>10K - <=50K), which means more than (>) 10.000 € but less than (<=) 50.000 €

2. SAVE! ✓

SCREEN: CROSSED INFORMATION

General

- Access your organisation
- New organisation
- Create EuropeAid ID
- Search
- Search for Partner
- How to fill in PADOR (Quick Ref.)
- What is LEF data?
- User management
- Screens to be filled in**
- Administrative data ✓
- Profile ✓
- Sectorial experience ✓
- Geographical experience ✓
- Crossed Information (optional)**
- Financial health ✗
- Financing sources ✗
- Audit Report (optional)
- Staff ✗
- Board of Directors ✗
- Additional Information (optional)
- Signature**
- Sign and Submit to the European Commission ✗

Experience - Crossed Information

EuropeAid ID (?) BE-2013-BVM-1207162913 LEF ID (?) SCRA131073 Last signature date N/A

Organisation name* (?) ABC

On this screen appear the sectors and the regions/countries that you have selected on the Sectorial and Geographical Experience screens.

Quick GUIDE

Sector(s) (?) **Region/Country (?)**

Education:

- Central Africa Region
- East Africa Region
- Pacific Region

Health:

- Central Africa Region
- East Africa Region
- Pacific Region

Group By Region Previous Save Save and Continue

This screen is **optional**, and in fact it is automatically generated by PADOR based on the information provided in the two previous screens (Sectorial Experience, Geographical Experience).

Financial Data

‘Financial health’ and ‘Financing sources’ Pages

Depending on the **legal type** (Private or Public) encoded in the ‘Profile’ page, the ‘Financial health’ and ‘Financing sources’ pages will be mandatory or not:

- **Mandatory only** for applicants that are private law bodies if the date of organization is registered before the current year.
All fields in the 'Financial Health' and 'Financing Sources' pages must be completed and the financial report must also be uploaded;
- **optional** for all other applicants;
- only available for applicants.

SCREEN: FINANCIAL HEALTH

Financial Health

EuropeAid ID BE-2013-BVM-1207162913 LEF ID SCRA131073 Last signature date N/A

Organisation name* ABC

Quick GUIDE

Highlighted fields are mandatory. For on-line help, click on next to the given field.

Should your financial report covering the previous year not be available yet, please fill in "0" for all the values and upload an explanation for the missing report. Please fill in the latest available financial information, in the space designated to the particular year.

15 Jul 2013 9:24:06

Year	Turnover (in thousands EUR)	Net Earnings (in thousands EUR)	Balance sheet (in thousands EUR)	Shareholder Equity (in thousands EUR)	Medium & Long-term Debt (in thousands EUR)	Short Term Debt (in thousands EUR)	Financial Report
2012	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
2011	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

1. FILL IN ALL **mandatory fields** for the latest year (not applicable for public authorities):

Year, Turnover, Net Earnings, Balance Sheet, Shareholder Equity, Medium and Long term Debt, Short Term Debt and Financial Report (for all applicants, **except public law bodies**).

Applicants that are public bodies may also upload the Financial Data and Reports of their organisation, but this screen will be marked as 'Optional' in parenthesis.

Should your latest financial data and report not be available yet, please fill in '0' for all the values corresponding to financial data and in the space allocated to Financial Report, please upload an explanation for the missing report. Please fill in the latest available financial information, in the space designated to the year in question.

The data must be expressed in Euro €(no commas, dots, spaces).

To convert your financial data in € please use the exchange rates on the InforEuro website: <http://ec.europa.eu/budget/inforeuro/index.cfm?language=en>. Use the rate specific to the month and year in which the annual financial report was produced.

You may wish to provide Financial Health information for a longer period of time than the requested one. You are required to fill in the financial health information for the latest year only.

Please read carefully the description / definition of the information required in each field (refer to the Quick Guide, bulbs next to each field. **If some of the data do not apply for your organisation, please type 0 (zero) in these fields, and explain in a document why these data, or the financial report, do(es) not apply. If you need to upload more than one**

document, please scan or compress (.zip, .rar) all the documents in one file which you can then upload in the available field. The name of the file should be in Latin characters.

Please also consult Section 2.4 of the Guidelines of the Call for proposals you are applying for.

2. SAVE! ✓

SCREEN: FINANCING SOURCES

Financing sources

EuropeAid ID BE-2013-BVM-1207162913 LEF ID SCRA131073 Last signature date N/A

Organisation name* ABC

Highlighted fields are mandatory. For on-line help, click on next to the given field.

Year	Source	Number of Fee-paying Members	% per year	Remove
Please select	Please select	Please select		<input type="checkbox"/>
Please select	Please select	Please select		<input type="checkbox"/>
Please select	Please select	Please select		<input type="checkbox"/>
Please select	Please select	Please select		<input type="checkbox"/>
Please select	Please select	Please select		<input type="checkbox"/>
Please select	Please select	Please select		<input type="checkbox"/>
Please select	Please select	Please select		<input type="checkbox"/>
Please select	Please select	Please select		<input type="checkbox"/>
Please select	Please select	Please select		<input type="checkbox"/>

Previous Save Save and Continue

1. FILL IN ALL mandatory fields:

Year Source, Number of fee-paying members (if members fees).

Note that this screen is optional for public law organization (marked in parenthesis as such).

Year: If you have correctly filled in and saved the previous screen (Financial Health), you should now see in the "Year" drop-down menu a list of all the years for which you filled in Financial Health data. You will be asked to fill in Financing Sources for all the years for which you have filled in data in the Financial Health screen.

Number of Fee-paying Members: this field is **mandatory only if** you select "Members fees" in the "Source" drop-down menu. In this case, please select an approximate number of Number of Fee- paying Members from the brackets available in this drop-down menu (Example: "from 100 to 500 Members" please select more than (>) 100 but less than (<=) 500).

% per year: the percentages reflecting the percentage of the sources of financing benefiting your organisation, should add up to 100% for each year. Please do not use commas, dots or spaces. (Example: 63. NOT 63% or 63.2%).

Should any of the fields not be applicable for your organisation, please select the latest year available and fill in source = 'Other', %per year = 100.

2. SAVE!

SCREEN: AUDIT REPORT

Audit Report

EuropeAid ID BE-2013-BVM-1207162913 LEF ID SCRA131073 Last signature date N/A

Organisation name* ABC

Please note that applicants (except public law bodies and international organisations) requesting a grant of more than EUR 750 000.00 (EUR 100 000 for operating grant) must provide an audit report (ref. point 2.4 of the Guidelines for grant applicants).

Year	Approved auditor	Valid until	Report	Remove
2012	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="checkbox"/>
2011	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="checkbox"/>
2010	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="checkbox"/>

The fields in this screen are optional (not mandatory) for Applicants.

You may be required to upload the certified audit report of your organisation of the last year, or more. Please refer to the Guidelines of the Call for proposals you are interested in for more information on the number of years you may provide an audit report for.

If you need to upload more than one document, please scan or compress (zip, rar) all the documents in one file which you can then upload in the available field. The name of the document/file to be uploaded should be written with Latin characters.

Note that in order to upload the Audit report, you need to fill in the name of the auditor and the Validity date.

2. SAVE!

Staff and Management

SCREEN: STAFF

Staff

EuropeAid ID (?) BE-2013-BVM-1207162913 LEF ID (?) SCRA131073 Last signature date N/A

Organisation name* (?) ABC

Quick GUIDE

Highlighted fields are mandatory. For on-line help, click on (?) next to the given field.

Number of Staff

	Paid	Unpaid
Headquarters (?)	Please select ▼	Please select ▼
Expats (?)	Please select ▼	Please select ▼
Local (?)	Please select ▼	Please select ▼

Percentage Female / Male Total Paid Staff

Female	Male
<input type="text"/>	<input type="text"/>

Previous Save Save and Continue

The fields in this screen are mandatory for applicants:

HQ – Paid, Expats – Paid, Local – Paid.

The following fields are optional for the others types of staff: HQ – Unpaid, expats -Unpaid, Local – Unpaid, Percentage female and Percentage Male.

You must indicate the number of Paid Staff in the Headquarters, the number of Paid Staff who are expatriates, and the number of Paid Staff who are locally hired (in the action location). The brackets offer approximations:

Example: "from 10 to 50 employees" please select more than (\geq) 10 but less than (\leq) 50.

2. SAVE! ✓

SCREEN: BOARD OF DIRECTORS

Board of Directors

EuropeAid ID BE-2013-BVM-1207162913 LEF ID SCRA131073 Last signature date N/A

Organisation name* ABC



Highlighted fields are mandatory. For on-line help, click on next to the given field.

	Title	Name	Profession	Function	Country of Nationality	On the Board since	Remove
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select	Please select	<input type="text"/>	<input type="checkbox"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select	Please select	<input type="text"/>	<input type="checkbox"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Please select	Please select	<input type="text"/>	<input type="checkbox"/>

Board of Directors

The fields in this screen are mandatory for applicants

You must indicate the name of the Board of Directors, their title, profession, function within the Board (director / president, secretary, treasurer, other), nationality, since when they have been members of the Board).

2. SAVE!

Strategy and Methodology

SCREEN: ADDITIONAL INFORMATION

Additional Information (optional)

EuropeAid ID BE-2013-BVM-1207162913 LEF ID SCRA131073 Last signature date N/A

Organisation name* ABC

Additional Information (optional)

This is a **free text of maximum 20.000 characters**, which you may use to provide **clarifications regarding any data registered** in previous screens, or list **any additional information**, including the strategies and methodologies of your organisation (Examples: how locations of action, projects and partners are chosen / how conditions for strong partnership, ownership etc are created). Please note that this screen is optional.

Strategy and Methodology

To be developed in 20 000 characters (you may cut and paste unformatted text): Strategies/methodologies/philosophies and approaches of your organization - How to chose a country/region, a project, a partner - Conditions to create a strong partnership, ownership, « participatory approach », ...

In order for your data to be taken into account by the European Commission, you must:

1. **FILL IN** and **SAVE** data **ON ALL THE SCREENS** with the menu on the left side of the screen (examples: Sectorial and geographical experience, financial data, etc.)
2. **SUBMIT** this data (button in the menu on the left side of the screen), before the dead-line of the call for proposals you are interested in.

Previous Save

This screen is **optional, (not obligatory)**.

1. Here you can type the information that you consider relevant regarding all the previous PADOR screens, but you were not able to include in the respective fields/screens. Please note that the maximum number of characters that can be typed is 20.000.

Since this screen is the last one before the screen where you will be asked to validate the data you have filled in, it also includes

a warning that you need to:

- **fill in and save data in the previous PADOR screens;**
- **submit this data** ("Sign" Screen - in the list of screens available on the left hand side) **before the deadline of the call for proposals you are interested in.**

2. SAVE!

STEP 4. Submission: Validate the registration & Get your EuropeAid ID

SCREEN: DECLARATION OF HONOUR, SIGN

The screenshot shows the 'Declaration of honour' screen. On the left is a sidebar with a 'General' section containing various navigation links. The main content area displays the 'Declaration of honour' title and fields for 'EuropeAid ID' (BE-2013-BVM-1207162913), 'LEF ID' (SCRA131073), and 'Last signature date' (N/A). Below this is the 'Organisation name*' field with the value 'ABC'. A large block of text provides a legal declaration. At the bottom, there is a checkbox labeled 'I declare to be entitled to represent and to engage the responsibility for the organisation which is being registered' and a 'Submit' button. A red arrow points to the checkbox, and a red circle highlights the 'Submit' button.

1. If mandatory data is missing in PADOR, a hyperlink will be displayed in this screen. You can access the page(s) where mandatory data is missing and complete the information. Return to the Signature page when this step is completed.

2. **TICK** the box next to the phrase "I declare to be entitled to represent and to engage the responsibility for the organisation which is being registered".

3. SUBMIT!

You have now registered your organisation in PADOR !

Your EuropeAid ID is now available

Once you finish your registration you obtain your EuropeAid ID, which you have to indicate in all future application forms of Calls for Proposals. The EuropeAid ID of your organisation becomes visible on the top of all the PADOR screens (if you do not finish your registration a "N/A" appears in this field instead).

An e-mail will be sent to the organisation's e-mail address confirming the EuropeAid ID of your organisation. The names of the people with access rights to the organisation in PADOR will also be listed in the e-mail.

* Update your PADOR account

Once registered, applicants should update their PADOR account by the deadline for the submission of Concept Notes (specified in the guidelines of each Call for proposals). It is important to remember that the Evaluation Committee in charge for each Call for proposals will only take into account the data that have been most recently:

- ✓ **Filled in → Saved** (in the relevant screens) → **AND Submitted** (via the "Sign" Screen)! In other words, to update a profile it is not sufficient to log in to your organisation's account and **change** the data you wish to update. It is not even sufficient to **save** this data on each screen. You need to **sign again** the declaration (Step 4) (=to validate, submit the new data).
- ✓ **You will know all your data has been filled in and submitted correctly when the left hand side menu indicates green ticks for all the mandatory screens.**
- ✓ **Do not forget to update your status as applicant, co-applicant or affiliated entity (on the administrative data screen).** This is important because some fields and documents to be uploaded are not required for partners.

* User management



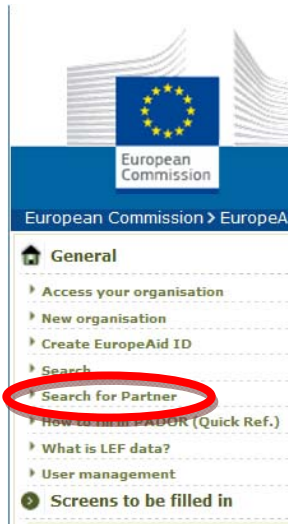
Adding/deleting users to the PADOR account of your organisation:

1. **Click on User Management**
2. **Enter** the First and Last name and the Login e-mail of the user
3. **Define the level** of access rights the user will have:

- View: can view but NOT modify data
- Data entry: can view, modify and save, but NOT sign
- Sign: can validate data, and change the access levels of the other users, and delete users.

There is no limit in the number of users (with any of the above profiles) an organisation account might have, however we advise you to screens to be fined m designate the Signatory profile to a limited number of persons (and minimum 2 - in case of absence of one of them).

Whenever a new user will try to access the profile of an organization that is already registered, the organization will be notified (using the registered organisational email address) of this attempt of access. Should the profile be already signed and submitted, the organisation will be reminded of their EuropeAid ID and list of Signatories.




* Search for Partners?

This PADOR function allows organisations to network and find other organisations already registered in the database. For this basic information about any organisation that chooses to make its profile information visible in PADOR (by clicking "yes" next to the "view" field in the Administrative Data screen) is needed.

Any interested organisation can look for partners by sector, country of action, legal type, target group and expertise amongst a pool of potential partners registered in PADOR.

HELP

 Click on the bulb next to each field (a window will pop up).



Consult the Quick Guide, available on each PADOR screen and the [FREQUENTLY ASKED QUESTIONS](#) (available here, and on the PADOR homepage).

If you still have not found an answer to your question, you can contact the PADOR HelpDesk via email (europaaid-pador@ec.europa.eu).

In order to treat your request as soon as possible, please indicate in the subject line of your email the title of the Screen you are working on. Also, describe the steps you have managed to take as accurately as possible.

Please note that in order to ensure the traceability and accuracy of the advice provided to potential applicants, information can only be provided through e-mail.